

**CLERK OF THE LEGISLATURE
LOBBYIST AND PRINCIPAL REPORT DEADLINES**

The legislative session will begin January 7, 2015. Lobbyist registrations for 2014 will expire December 31, 2014. **Due to the mandatory provisions of LB 782 (2012) taking effect on January 1, 2015, all registrations and reports will be required to be submitted electronically using the online lobby registration and reporting system.** Use a web browser to navigate to www.nebraskalegislature.gov and click on "For Lobbyists" on the left side. There are instructions and a tutorial available for using the online system. Select "Submit Lobbyist and Principal Reports" to start using the system. If you are using the system for the first time, you will need to create an account for yourself and an account will need to be created for each principal.

2015 RENEWAL OF REGISTRATION

A lobbyist may renew their registration online for one or more principals by either of the following:

- If you are using the online reporting system **for the first time, use Form A for all registrations and renewals.** (For renewals after this year, the renewal Form A-R can be used.)
- If you have already been using the online system to submit reports electronically in the past, you can use the Renewal Form A-R. **Form A-R must be submitted and payment received by December 31, 2014,** otherwise you will need to use Form A.

In addition to receiving payment by credit card, checks are also an acceptable form of payment for registrations and renewals. Checks should be made payable to the State of Nebraska. Complete and submit your registration online and send your check to the address at the bottom of the page. **Note that your registration will become effective on the date that the check is received.** If using Form A-R, checks must be received by December 31st.

Featured below is a list of deadlines for reports required to be submitted by lobbyists and principals.
(See Nebraska Revised Statutes §49-1480 through 49-1492.01.)

2014 4th QUARTER DEADLINE

4th Quarter Report (October through December 2014) **Due January 30, 2015**

2015 REPORT DEADLINES

Quarterly Reports are due within 30 days after the end of each calendar quarter. (§49-1483)

1st Quarter Report (January through March 2015)..... **Due April 30, 2015**

Lobbyist FORM B
Principal FORM C

2nd Quarter Report (April through June 2015)..... **Due July 30, 2015**

Lobbyist FORM B
Principal FORM C

Form D is required from each lobbyist for each principal and due within **45 days** of the end of session. (§49-1488)

3rd Quarter Report (July through September 2015)..... **Due October 30, 2015**

Lobbyist FORM B
Principal FORM C

4th Quarter Report (October through December 2015)..... **Due February 1, 2016**

Lobbyist FORM B
Principal FORM C

Special Reports (§49-1483.03) Any lobbyist (FORM B-B) or principal (FORM C-C) who receives or expends more than \$5,000.00 (compensation disclosed on Forms A or A-R excepted) for lobbying purposes during any calendar month in which the Legislature is in session, is required to file a Special Report within 15 days after the end of that month.

2016 Renewal of Registration - Form A-R must be submitted online and payment received by December 31, 2015.

If you need assistance, you can contact this office at (402) 471-2608 or email lobby@leg.ne.gov

Clerk of the Legislature • Lobby Registration • State Capitol, Room 2014 • PO Box 94604 • Lincoln NE 68509-4604